



## **IOWA CITY TAXICAB ADMINISTRATIVE RULE # AR - 2**

### **Administrative Rule for Drivers and Photo Identification Card by the City Clerk**

**Date: August 24, 2016**

No person shall operate a (motorized) taxicab without authorization of the City Clerk. No (motorized) taxicab business shall allow a person to drive a (motorized) taxicab unless the driver has the authorization of the City Clerk.

- A. An application to be a driver shall include the following information:
1. The full name and address of the person.
  2. An email address and a cell phone number.
  3. The experience of the person in the transportation of passengers.
  4. The person's record of convictions of misdemeanors and/or felonies, including moving and nonmoving traffic violations, and certified state of Iowa criminal history (DCI) or acceptable private background checks and certified state of Iowa Driver's record. Both must be less than 30 days old.
- B. Motorized taxicab drivers shall possess a currently valid Iowa Driver's license.
- C. All notifications from the City Clerk to a driver will be made to the email address listed in the application.
- D. Photo identification card:
1. The City Clerk will not issue a photo identification card until the Police Chief or designee has approved the person to be a driver, and all information required to be submitted has been provided.
  2. A photo identification card will be issued by the City Clerk for one year unless Driver's license expires in less than one year.
  3. In the case of the Driver's license expiring in less than one year, the photo identification card will match the expiration date of the Driver's license.

4. A person with an IDOT issued temporary Driver's licenses will be issued a photo identification card for one year. However, it is the responsibility of the taxicab business to follow up and make sure that their drivers have been issued permanent IDOT Driver's licenses.
5. A photo identification card will be issued to a driver for each company he/she drives for. All photo identification cards for each driver will expire on the same date. The driver must pay the same fee for each photo identification card.
6. Lost photo identification cards will be replaced at the original fee, and with the same expiration dates.
7. This rule applies to drivers who are currently authorized to drive a taxicab. Drivers must present a picture ID to the City Clerk. The City Clerk will issue an identification card that will expire on the same date as the current authorization does. A driver will not be required to complete a new application or required to submit new DCI or certified driving records. The photo identification card will be issued at the same fee as issuance of a new photo identification card. A driver who is within 30 days of expiration may choose to file new DCI or certified driving records and receive a full one year photo identification card (unless Driver's license expires in less than one year.)
8. A driver may voluntarily surrender their Photo Identification Card and the driver will appear "No Longer Driving for ..." on the City website. No refunds or credits will be provided.
9. A taxi business owner may submit a request in writing to the City Clerk (an email from the business email on file will be accepted) to have a currently licensed driver appearing on their business listing be moved to the "No Longer Driving for ..." list on the website. An email notice will be sent to the driver.
10. The photo identification card must be prominently displayed both in the front seat and the back seat:
  - a) Front Seat: Either on the dash directly in front of the passenger seat or on the passenger seat visor. If it is on the visor, the visor must always be down when a passenger is in the taxicab.
  - b) Back Seat: On the back side of the front passenger seat.

The City will not provide any lanyard, plastic enclosure, or any other device to affix the photo identification card to the taxicab.